

- 10 DATE OF FILING:** A petition is filed when it is received by the appropriate Regional Director [see § 2422.5(c)]. A petition may be properly filed in person, by mail (in accordance with § 2429.24) or by handing it to an agent who is away from the Regional Office. In such circumstances, the date of receipt is inserted in the appropriate space on the face of the petition and also noted on the reverse side of the petition together with the Agent's name.

If a petition is filed in an incorrect Regional Office, the petition is "received by the appropriate Regional Director" in accordance with the regulations when the correct Regional Office is contacted and a case number is obtained (preferably over the phone and on the day of receipt in the wrong office). A copy of the petition is faxed to the appropriate Regional Office and the original is mailed. A copy of the petition is also retained in the incorrect Regional Office's correspondence file. Upon receipt of the petition, the proper Regional Office may proceed with processing the case.

